



AskHCD Enhancements – Category: HCD Systems Access Form

ACCOMMODATING ACCESS REQUESTS FOR HCD SYSTEMS

Human Capital Directorate

As of April 1, 2020

Document Version Control

Version	Version Date	Summary of Changes	Author
1.0	03/26/2020	Version 1.0	HCD

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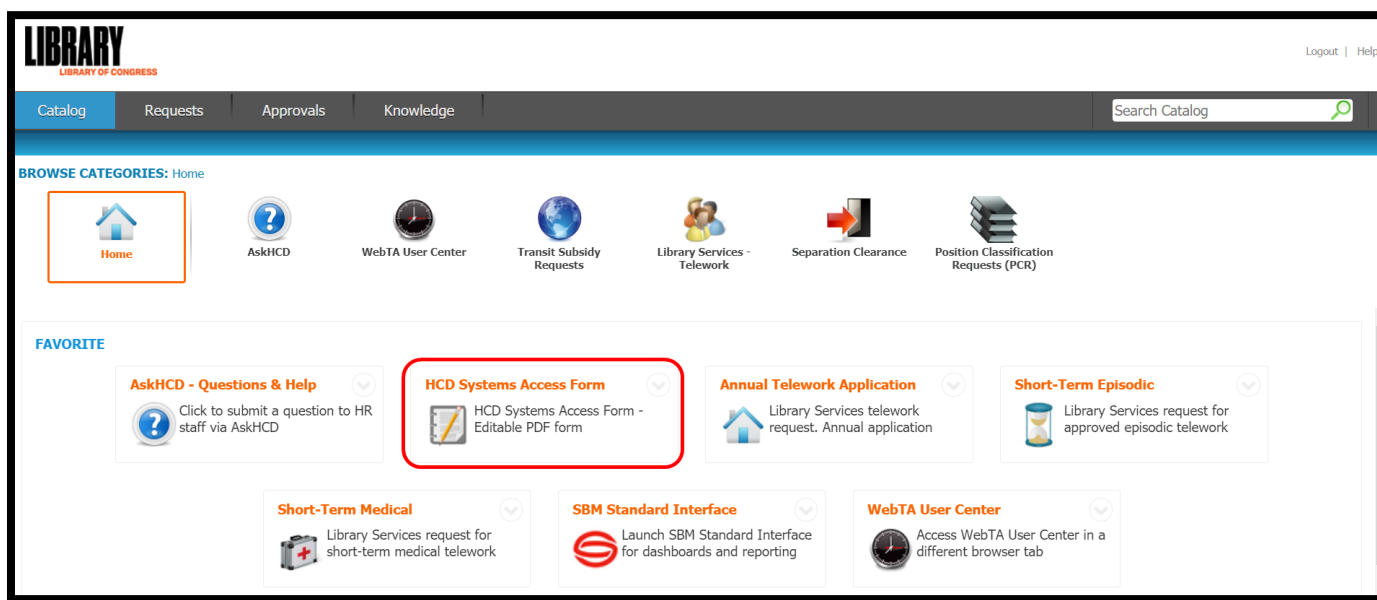
Summary

The HCD Systems Access Form (form 1868) is an agency-wide form that is used to request, approve, and document user provisioning for HCD systems. This form is now located at the staff intranet pages under forms at <http://staff.loc.gov/apps/forms/formDetails.php?id=1868>. In its current form, it is an interactive pdf that presents a fixed set of role-based options for each available HCD system. The requestor indicates the role(s) that they are seeking and then solicits approval (in the form of a signature) from their Authorizing Official. This form is then submitted to HCD, where the request is processed.

To accommodate the signature requirements without having Adobe Professional software installed on the users' laptops, HCD is presenting a solution in this document to address this capability by digitally typing the signatures in the form and attach it to request via AskHCD for processing. Changes include a new **Category** titled "HCD Systems Access Request" as well as a corresponding **Category Details** option titled "HCD Systems Access Request." In support of this new functionality, the HCD Access Form will now be hosted both on the portal as a standalone resource and on the AskHCD submit form when the "HCD Systems Access Form" option is selected. Finally, a list of requested applications will be provided for fulfillers when they view the item so that they can quickly reference the systems that need to be completed in order to fulfill the request.

Accessing the HCD Systems Access Form via HCD Portal

Click the *HCD Systems Access Form* link in the "Home" group:



AskHCD Hyperlink on Submit Form

Begin submission of an AskHCD request, then select “HCD Systems Access Request” for both *Category* and *Category Details*. A link will be presented for the HCD Systems Access Form, along with a checklist for indicating the systems that are being requested.

Submit into: Ask HCD Project

OK Cancel

3 of 5 Required Next >

Submit AskHCD Request

*AskHCD

Attach File Add Note

Service Unit: Congressional Research Service

Directorate: Domestic Social Policy Division

Division: (None)

Section: (None)

*Category: HCD Systems Access Request

*Category Details: HCD Systems Access Request

If you have not done so already, please complete the fillable HCD Systems Access form in the link below. Provide digital signatures and dates for both the user and the Authorization Official (AO), then attach the file to this request prior to submission via the blue “Attach File” button in the upper left corner.

Please select the options below that match the HCD Systems Access Form

[Link to HCD Systems Access Form](#)

* HCD Systems Access Check List:

- ☐ WebTA
- ☐ Monster
- ☐ HMS
- ☐ NFC

Completing the HCD Systems Access Form

To Complete the HCD Systems Access Form:

1. Select the Action Required: *Add, Modify, Delete, or Recertify*
2. Sign by typing name and Date
3. Select the role(s) that are requested for each desired system.
4. Obtain signature (by typing name) (along with printed name and date) from Authorization Official

HCD SYSTEMS ACCESS FORM IN ASKHCD

LIBRARY OF CONGRESS		HCD Systems Access Form		Reset
(This form must be completed electronically and submitted to AskHCD for processing)				
User Name		Action Required		
Select One →		<input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete <input type="checkbox"/> Recertify		
User Responsibility Agreement: All access to the human capital information systems listed below is provided for official Library of Congress purposes. Unauthorized access or misuse of any system listed below may subject you to disciplinary action up to and including removal from the Library of Congress. All information on the systems below may be monitored, recorded, read, copied, and disclosed by and to authorized personnel. Anyone using these systems consents to such monitoring. Please take time to read the HCD directive (link below) and make certain you continue to comply with the security of PII in your work area. http://staff.loc.gov/sites/rules-and-regulations/regulation/lcd-05-920-3/				
Signature: Sign Here		Date: Date Here		
Organizational Security Requested: _____ <small>(For example: Access to HCD employees would be indicated with COO/HCD or Human Capital.)</small>				
This access form <u>must</u> be submitted to AskHCD for processing.				
HCD Systems (check <u>all</u> required): Use the drop down arrows under each system to select system role(s).				
WebTA	Monster	HMS	NFC	
Timekeeper:	VAR No.:			
Supervisor:				
EmpowHR	eOPF	USA Performance	LOC Learn	
Tableau	FHR Navigator	WMATA		
Other: _____				
Authorizing Official Responsibility Agreement: I agree that this access will be used for authorized Library of Congress purposes within the scope of my organization. I also agree that I will advise HCD in writing of any termination of system access or change in system access for the user. This access form must be submitted to AskHCD for processing.				
Authorizing Official (please print): AO Name Here				
Signature: AO Signature Here		Date: Date Here		
HCD ADMINISTRATOR USE ONLY				
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Reason): _____				
Name: _____		Signature: _____		Date: _____

5. Save the form (File > Save As > Name)

Submitting HCD Systems Access Request in AskHCD

1. Begin an AskHCD Request via the [HCD Portal](#)
2. Select “HCD Systems Access Form” for *Category/Category Details*
3. Check requested systems in the checklist that is presented
4. Attach completed **HCD Systems Access Form** by selecting blue “Attach File” button

Submit into: Ask HCD Project

OK Cancel

3 of 5 Required

Submit AskHCD Request

*AskHCD

Attach File Add Note

Service Unit: Congressional Research Service

Directorate: Domestic Social Policy Division

Division: (None)

Section: (None)

*Category: HCD Systems Access Request

*Category Details: HCD Systems Access Request

If you have not done so already, please complete the fillable HCD Systems Access form in the link below. Provide digital signatures and dates for both the user and the Authorization Official (AO), then attach the file to this request prior to submission via the blue “Attach File” button in the upper left corner.

Please select the options below that match the HCD Systems Access Form

[Link to HCD Systems Access Form](#)

* HCD Systems Access Check List:

- ☐ WebTA
- ☐ Monster
- ☐ HMS
- ☐ NFC

NFC

EmpowHR

eOPF

USA Performance

LOC Learn

Tableau

FHR Navigator

WMATA

Other

NOTE - Do not include sensitive information in your request

*Description: This is a request for access for <System Name> for user <Name> and please accept the form attached in lieu of signatures.

5. Add a description text in the *Description* field to state “This is a request for access for <System Name> for user <Name> and please accept the form attached in lieu of signatures.
6. Click **OK** to submit.